

**Solid Waste Alternatives Program Advisory Council
Urbandale Public Library
February 11, 2009
12 p.m.**

Minutes

12:00 p.m. Meeting Begins

12:15 p.m. Public Participation Period (3 Minutes Per Person)

Tom Hadden absent

Approval of Agenda

DECISION ITEM

No discussion

Motion and 2 nd to approve Unanimous Approval

Approval of Minutes

DECISION ITEM

No discussion

Motion and 2 nd to approve Unanimous Approval

Draft RFQ (Scott, Leslie, Jen, Tom)

DECISION ITEM

We drafted it as an RFQ. We added some questions for discussion. We also have comments from Tom and Brian to consider.

Replace “agencies” with “planning areas or their designated service areas”. (under background)

It should say something like “the RFP will be issued to firms prequalified by this RFQ process.”

Conflict of interest discussion will be had when we have people to talk about it with. We can find out their specific conflicts. (is this fair if they are automatically disqualified due to a conflict?) If we do this we need to let them know up front that we will look at their conflicts. We had discussed adding conflict of interest as one of our items in the selection criteria. Should we ask for a list of who they’re working with now? “Current client list and description of type of work done for them.” This could be used as a reference list too. Put this under “Selection Criteria”

We could add: “The council reserves the right to consider real or perceived conflicts of interest in their selection process.” Use this as the first sentence. And we’ll also ask for a list of people they are working with now. Once we get a list we can talk with Jon Tack regarding it.

Stipulations is for the RFP

Scope of work – is this better placed in the RFP? Put this information in the background as a narrative. Should we add a #6 “and other duties as assigned by the council”? The contractor themselves will flush out some of these details. We could rename this section. Instead of “Scope of Work” change it to “Desired Qualifications.”

Solid Waste Adv. Council

Feb. 11, 2009 noon

Urbandale library

Betty Solly - DNR

Angie Clark - DNR

Sherry Kinnens

DEP

Jen Jordan

IRA

Leslie Goldsmith

DNR

Mary Wiley

ISOSWO

Scott Smith

CIWMA

Shelene Gardner

IWE

Nathan Ohrt

Barker Lemar

Sara Buxby

SCISWA

Brian Torney

DNR

Tony Colosimo

NSCWA / WACS

KATHY MORRIS

Waste Comm of Scott Co

“At a minimum working with experience on an advisory council board on the following types of activities.”

Rework the bullets into a narrative. “Demonstrate your abilities to address these needs.”

Change the tenses in scope of work from “act” to “acting”, etc. – (Becky will revise 1-5)

We can finalize and approve this on the March 9th meeting and send it out on the 10th.

Issue RFQ March 10. We need to allow for them to ask questions (written submittal).

Questions due March 30th.

Questions answered by April 3rd. All questions should be submitted to one person.

Becky could receive (later it was decided to direct questions to Brian). DNR will discuss and develop answers. We could post all questions and answers online.

Qualifications will be due April 10, COB. (one hard copy and one electronic - specify PDF)

#6 Council narrows down pre-qualified firms. - April 20th

#7 Notify qualified applicants – April 24th

#8 Council issues RFP - May 8th

#9 Begin contract Fall 2009 for a period of 12 to 18 months.

Interview may not be necessary for the RFQ. Prequalification based on what they submit.

We will get a list of EPC Dates (Angie) so we can work backwards on dates. July-September and dates things are due to be submitted.

Letters of Intent to bid – removed.

Deadlines – update with dates and editing.

Criteria – Will add “Current client list and brief description of similar work in the area”, take out budget but add “identify qualifications for key personnel”,

Council weighs the list on a 100 point basis. We will tally them.

Tally finalized:

35 relative experience

20 list of clients

20 ability to perform project

25 key project personnel

Format: 1 hard copy and 1 electronic (PDF)

Application shall include Desired qualifications items, the factors in section J, and real or perceived conflicts of interest.

Rejection; The council reserves the right to reject any or all of the qualifications submitted....

Leave Brian as the Issuing Officer. Request for clarifications need to also go to Brian.

Add schedule dates for questions due, and answered.

Add will be posted on the website by XX.

Electronic email is OK

Ask Jon If we can take out the last 2 paragraphs.

Ask Jon about changing letter “Q”.

Appendix A stays. Provide a link to our webpage. Becky will double check to see if the Bill is on the website.

Decision tabled until March 9th meeting.

Application Form (Shelly and Tony)

DECISION ITEM

Leslie is point of contact.

Shelly added links to the website. She will also add “to review these visit the SWAP AC website at”: link address

Add page numbers.

After “Application” we will put something that encourages people to visit the website for more background.

Introduction/Guidance – instead of “planning area” use “planning areas and/or designated landfill or transfer station service areas”.

The **web approved criteria needs to be edited**: “...to work on the EMS efforts):”

Required to submit narrative (at a later date)

We can't give all the info on this application form. We will have a pre-application workshop to explain some of these things.

Under deadline we can say there will be a “pre-application workshop” We need to do this before the summer. (May?) We need a small group to start putting together the list of resources, etc. We should start narrowing it down.

We need a schedule, but we don't need to reference the pre-application workshop/informational session. We need the workshop before the application goes out. This will also be before the contractor is selected.

In the application somewhere we can add a timeline with the pre-application workshop and deadline, etc. We can present the application form at the workshop.

Schedule the workshop. (dates) ½ day (provide lunch) 10-2. May 27, 28 Emphasize at the workshop that if they need board approval they need to get going on it ASAP.

Promote the outreach at the ISOSWO conference.

Deadline: June 30th.

Contact info: we added the service area language.

It is only landfill service area...not transfer station service area. (tweak previous areas of discussion). (Based on 11-13-08 meeting minutes.) This language in the application is verbatim what was approved at that meeting. Leave language as is.

Contact- we want to know the contact person for the project.

We want 2 blocks for contact info. Add a second signature block.

We're using the language “designated landfill service area”. Use this consistently throughout.

Add the language “do they currently provide” - change throughout. (1-6)

Add a question “does your goal progress accurately reflect what you're doing, if no why not.” This is the whole basis for this project.

Move signature boxes to the end.

Motion and 2 nd to approve as amended Unanimous Approval
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Small Group to develop a logo

DISCUSSION ITEM

We could develop a logo to identify your accomplishment once you achieve the designation.

We will stick with the DNR letterhead for now. This is premature.

We could eventually have a EMS designation logo in the future.

Tabled until next fall. (Shelly, Tony, Mary, Scott)

Start the RFP Process

DISCUSSION ITEM

RFQ responses might help craft the RFP

Small group: Scott, Leslie, Jen, Tom

DNR has a RFP boiler plate. **Becky will send it to the group.**

Scheduling Future Meetings

INFORMATION

- March 9, 2009, 9 a.m.; Urbandale Public Library
- April 20, 2009, 9 a.m.; Urbandale Public Library
- May 1, 2009, 9 a.m.; Urbandale Public Library

Adjourn

DECISION ITEM

Motion and 2 nd to adjourn Unanimous Approval

Homework

- Becky/Leslie revise and finalize the RFQ
 - Get Jon Tack's opinion on the entire RFQ and specifically the questions discussed needing his input.
- Send out the list of EPC dates and deadlines
- Becky will check into the "Approved Criteria" on the web...edit if necessary.
- Schedule Workshop date, begin logistics planning.
- Send RFP sample to workgroup to use as a template.
- Shelly will make final application edits and send final version to Becky for posting.

Future Agenda Items

- Answer RFQ questions/letter of intent
- RFQ Responses out (if any)
- Finalize RFP
- Workshop
- Presentations by those with resources. (Al Bonini, etc.)
- Process for distribution of money (Rodger Kaster question to Leslie): Possibility for presentation from Tom Anderson or someone else familiar with/responsible for reimbursements of SWAP grant and loan expenditures?
- April 20th review applicants
- May 1st finish the RFP
- EMS logo (Shelly, Tony, Mary, Scott) next fall